Mobile Application Manager Job Aid (iPhone)

eSTART
State of Alabama

Downloading the Application

From the **App Store** on your **iPhone**, search and download **Kronos Mobile™**. The application is free.

NOTE: You must be approved and assigned a mobile license in order to use this application. For more information, contact your Agency Administrator.
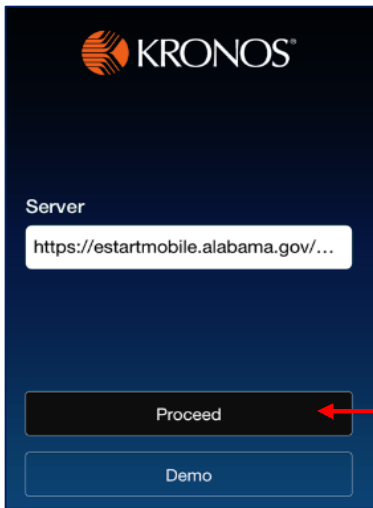
Launching the Application and Logging On

Once the application has been downloaded, launch it on your phone.
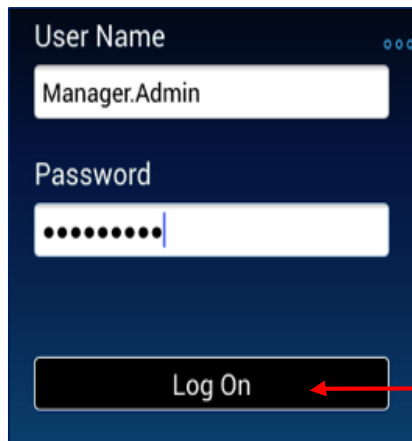
1. Enter the following URL in the **Server** field:

https://estartmobile.alabama.gov/wfc

2. Click the **Proceed** button.

3. Enter your eSTART **User Name** and **Password**.
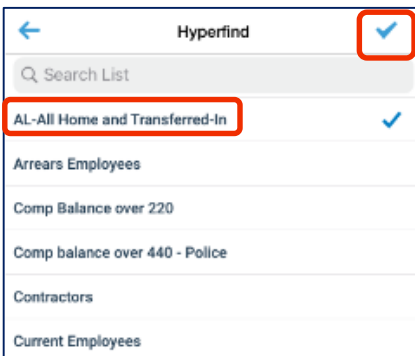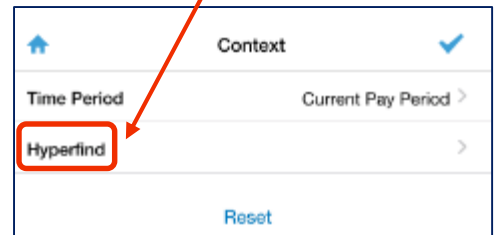
4. Click **Log On.**

NOTE: The **Home** icon will always return to the home page.

5. Main menu screen displays.

6. Next, select the gear icon to set your HyperFind. The gear icon may also be used to change the Time Period.
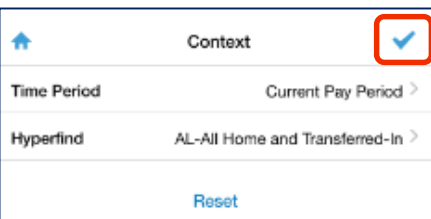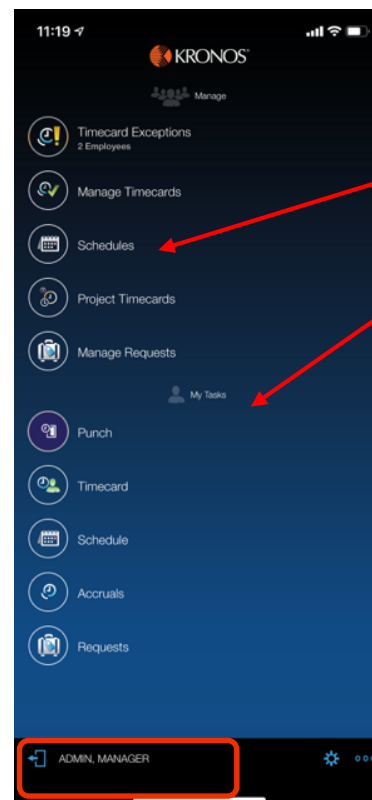
ADMIN, MANAGER

7. Tap **Hyperfind.**

Context
Time Period — Current Pay Period
Hyperfind
Reset

KRONOS

Server
https://estartmobile.alabama.gov/...

Proceed

Demo

User Name
Manager.Admin

Password
•••••••••

Log On

Hyperfind
Search List
AL-All Home and Transferred-In ✓
Arrears Employees
Comp Balance over 220
Comp balance over 440 - Police
Contractors
Current Employees

8. Tap the desired **Hyperfind.**

9. Then tap the **blue check mark** to confirm.

Context
Time Period — Current Pay Period
Hyperfind — AL-All Home and Transferred-In
Reset

10. If the selection is correct, tap the **blue check mark** to save.

NOTE: To sign out of the application, use the "door" icon in the lower left corner of the screen.

11:19
KRONOS
Manage

Timecard Exceptions
2 Employees

Manage Timecards

Schedules

Project Timecards

Manage Requests

My Tasks

Punch

Timecard

Schedule

Accruals

Requests

ADMIN, MANAGER

NOTE: From the main screen, the **Schedules** icon may be used to view schedules.

The **My Tasks** section of the main screen is used for your own employee tasks (see Mobile Application Employee for iPhone job aid).
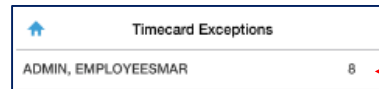
Project Timecards is not currently available.

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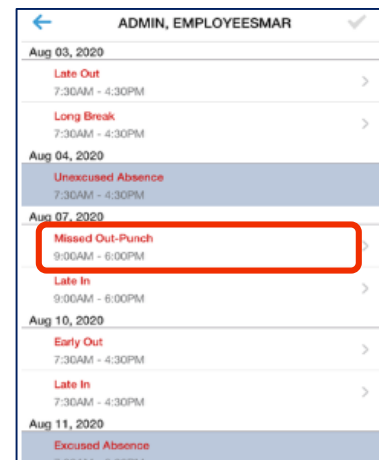## Performing Manager Tasks
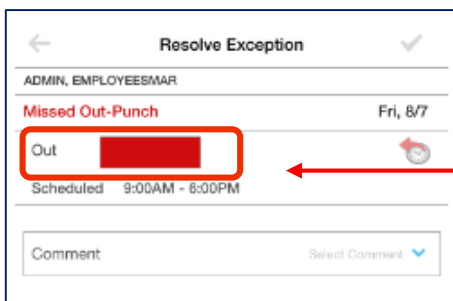
Managing Timecard Exceptions
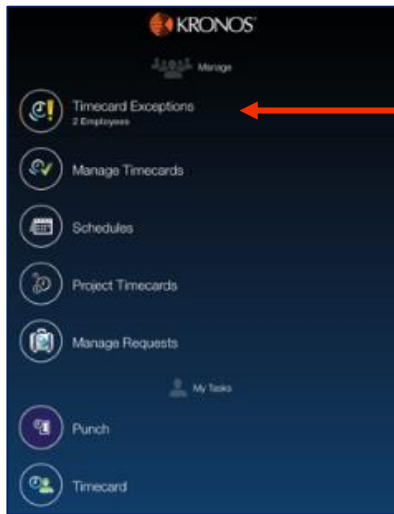
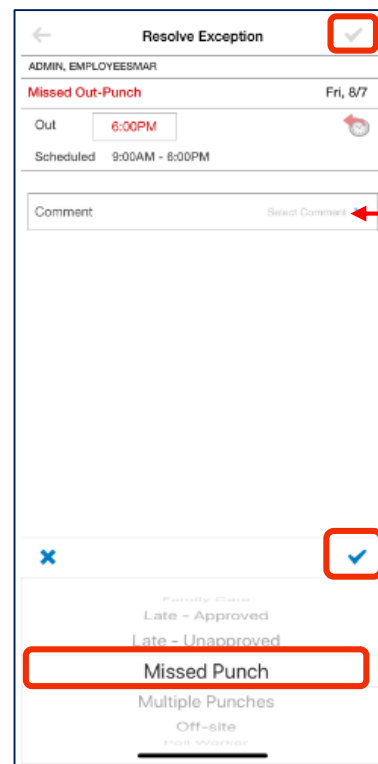1. From the main screen, select **Timecard Exceptions.**
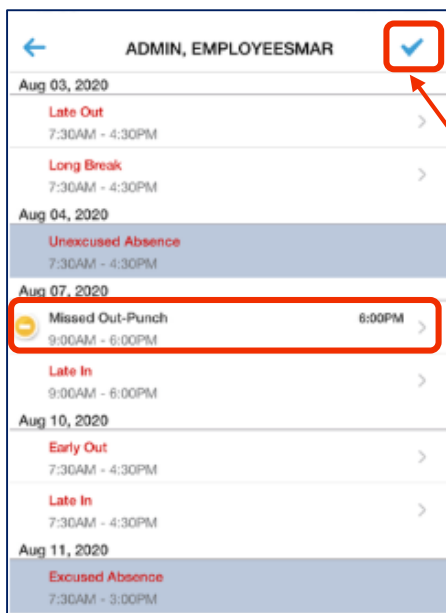
2. Tap an employee name.

3. Tap any editable exception to correct, for example, a Missed Out-Punch.

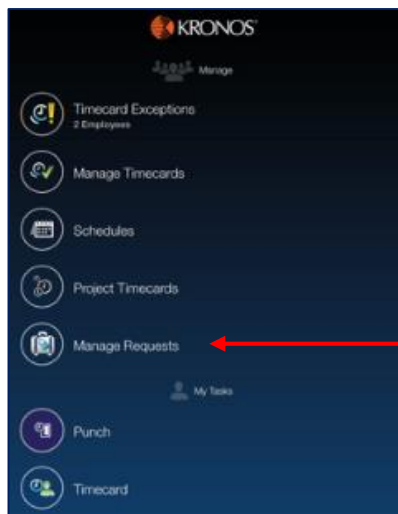4. Tap the punch field to add the time.

5. Add a Comment, if desired.
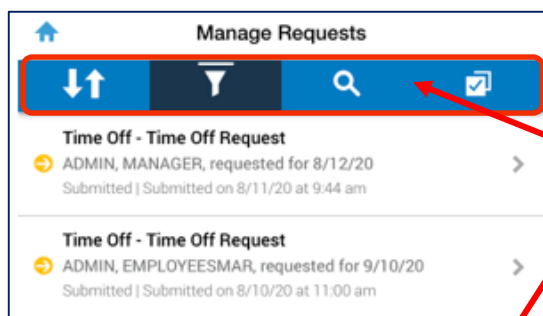
6. Then select the blue check mark to confirm.

7. The exceptions list displays.
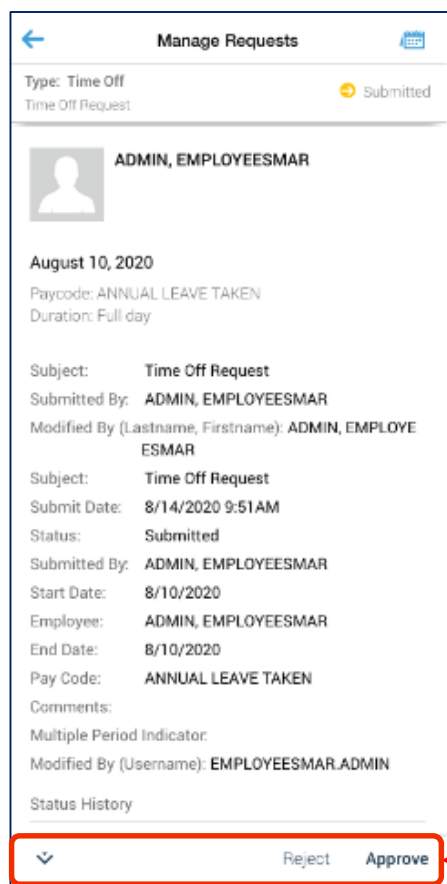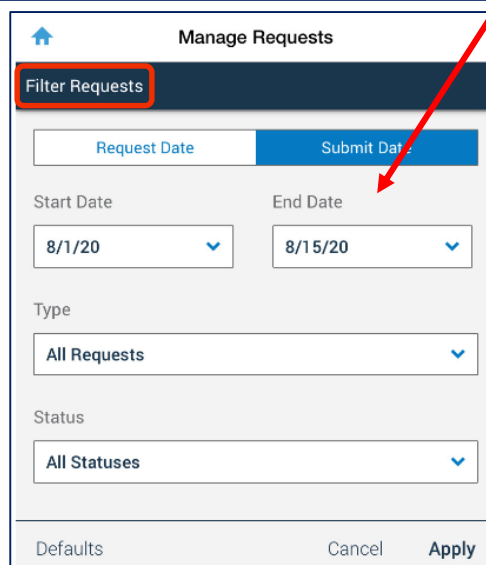
8. Tap the blue check mark to save.

Mobile Application Manager Job Aid (iPhone)

Managing Time-Off Requests

1. From the main screen, select the **Manage Requests** icon**.**

Manage Requests

Time Off - Time Off Request
ADMIN, MANAGER, requested for 8/12/20
Submitted | Submitted on 8/11/20 at 9:44 am

Time Off - Time Off Request
ADMIN, EMPLOYEESMAR, requested for 9/10/20
Submitted | Submitted on 8/10/20 at 11:00 am

2. **Sort/Filter Bar**:
   - Use the **arrows** to sort by date**.**
   - Use the **Filter** icon to filter requests by date, type or status.
   - Use the **magnifying glass** to search by name.
   - Use the **check mark** to select multiple requests to approve without viewing details.
3. To view the details of the request before approving, tap the request.

Manage Requests

Filter Requests

| Request Date | Submit Date |

Start Date
8/1/20

End Date
8/15/20

Type
All Requests

Status
All Statuses

Defaults   Cancel   Apply

Manage Requests

Type: Time Off   Submitted
Time Off Request

ADMIN, EMPLOYEESMAR

August 10, 2020

Paycode: ANNUAL LEAVE TAKEN
Duration: Full day

Subject: Time Off Request
Submitted By: ADMIN, EMPLOYEESMAR
Modified By (Lastname, Firstname): ADMIN, EMPLOYEESMAR
Subject: Time Off Request
Submit Date: 8/14/2020 9:51AM
Status: Submitted
Submitted By: ADMIN, EMPLOYEESMAR
Start Date: 8/10/2020
Employee: ADMIN, EMPLOYEESMAR
End Date: 8/10/2020
Pay Code: ANNUAL LEAVE TAKEN
Comments:
Multiple Period Indicator:
Modified By (Username): EMPLOYEESMAR.ADMIN
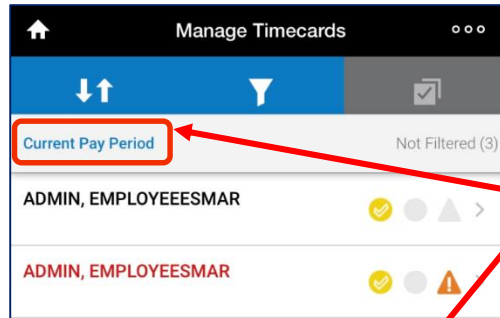
Status History

Reject   Approve

4. Review the request.

5. If desired, the down arrow may be used to mark the request as pending, retracted, or to add comments.

6. Click **Approve** or **Reject.**

7. If prompted with a confirmation message, select **Yes.**
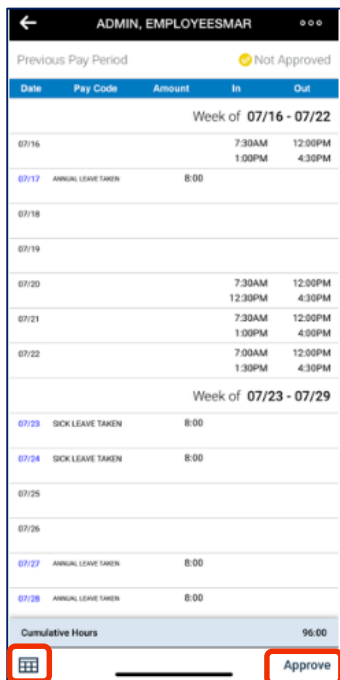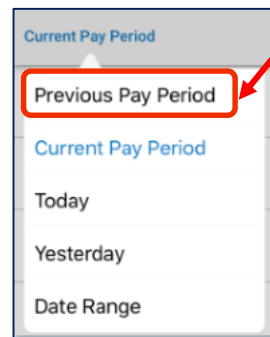
eSTART
State of Alabama
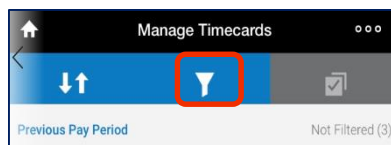
Approving Timecards
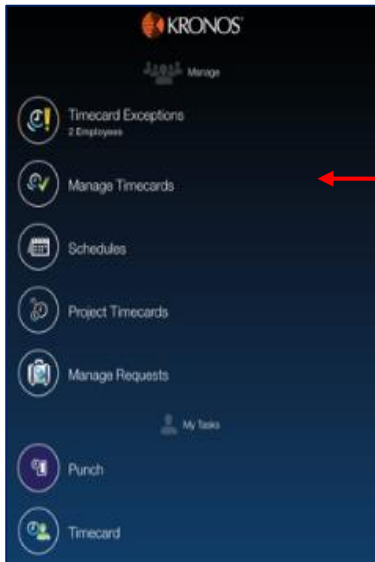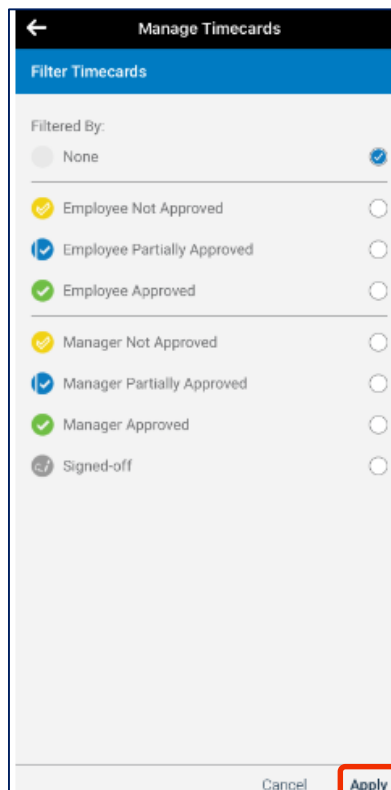
1. From the main screen, select **Manage Timecards.**

2. The listing of employees displays.
3. Select **Previous Pay Period** if not already selected. Tap the pay period to change it.
4. To review an individual timecard, tap the employee name.

Manage Timecards

Current Pay Period — Not Filtered (3)

ADMIN, EMPLOYEEESMAR

ADMIN, EMPLOYEESMAR

Current Pay Period

Previous Pay Period

Current Pay Period

Today

Yesterday

Date Range

5. Review the timecard. Correct any exceptions.
6. Tap the **Ledger** icon to view totals.
7. Select **Approve.**

Filter icon: To view only timecards with a certain approval status, use the filter icon.

Manage Timecards

Previous Pay Period — Not Filtered (3)

Manage Timecards

Filter Timecards

Filtered By:

- None
- Employee Not Approved
- Employee Partially Approved
- Employee Approved
- Manager Not Approved
- Manager Partially Approved
- Manager Approved
- Signed-off

Select the desired status and click **Apply.**

ADMIN, EMPLOYEESMAR

Previous Pay Period — Not Approved

Date	Pay Code	Amount	In	Out
		Week of 07/16 - 07/22		
07/16			7:30AM 1:00PM	12:00PM 4:30PM
07/17	ANNUAL LEAVE TAKEN	8:00		
07/18				
07/19				
07/20			7:30AM 12:30PM	12:00PM 4:30PM
07/21			7:30AM 1:00PM	12:00PM 4:00PM
07/22			7:00AM 1:30PM	12:00PM 4:30PM
		Week of 07/23 - 07/29		
07/23	SICK LEAVE TAKEN	8:00		
07/24	SICK LEAVE TAKEN	8:00		
07/25				
07/26				
07/27	ANNUAL LEAVE TAKEN	8:00		
07/28	ANNUAL LEAVE TAKEN	8:00		
Cumulative Hours		96:00		

Approve